

## **Havre Area JSEC Minutes for 06/10/09**

Attending: Bev Hagen – Job Service, Carol Lamey – Job Service, Cathy Jamruska – MSU Northern Agriculture Research Center, Lori Evans – Hill County Electric/Triangle Telephone, Sylvia Murray – Murrays' Genealogy Services, Carol Wood – CNC Construction/Excavation, Wendy Gerky – Galusha, Higgins & Galusha, Kathy Jaynes – MSU Northern.

### **What's New at Job Service**

1. Carol shared that Havre Job Service is installing new flooring and a couple ceiling fans. Each year Helena holds back a portion of money from budgets for repairs and this year there happened to be money left over. She petitioned to use it for upkeep of our facility as we have such a nice building and intend to keep it that way. The carpet out front is wrinkling and wearing out, it will be replaced with tile on July 17. The hallway and offices will receive new carpeting after the resource room is completed. Two (or possibly one) ceiling fans will be installed in the resource room to circulate the air and be more energy efficient due its high ceiling. Sylvia asked if tile would be slick during wet weather. Carol related that none of the offices we have contacted have had any problems. We have ordered a new runner and a wet floor sign to put out as needed.
2. Carol also related that Gary Warren resigned and accepted a position in Washington. Mona Amundson is the temporary Bureau Chief. Carol has a managers meeting in Great Falls next week.
3. Carol also shared that Mavis is retiring at the end of September. Under previous leadership our office was told we could hire by July 1 in order to have someone train with Mavis. Currently, the hire option for that position is on hold. Carol shared that since the WIRED grant ends in January, 2010. Our office virtually loses one whole position with the end of that program, there is a possibility that Mavis' position will be absorbed. She also pointed out that our office does not have the volume of claims being processed by the western part of the state. Our staff is providing weekly workshops from the Ultimate Job Search, this series is open to the public. Our staff is receiving training on the new online state application process.

### **Treasurer's Report**

1. Sylvia reported that we had one bill for the wood for the shelf built for MSEC conference. The check was for \$40.00. Balance in checking is \$1,646.75
2. Balance in savings is \$25.05 (with a possible .01 for interest).

### **Sub Committee Reports**

1. Seminar committee
  - a. Bev presented information about Personnel Plus! Webinar Series 2009 with dates & information as follows:
    1. June 18, 9:30 am – 11:00 am – Administering an FMLA policy
    2. July 10, 10:00 am – Noon – This Quarter in HR (free) – Keep up to date on happenings affecting HR.
    3. July 16, 9:30 am – 11:00 am – Termination checklist for Montana employers.
    4. August 20, 9:30 am – 11:00 am – ADA reasonable accommodation process.
    5. September 17, 9:30 am – 11:00 am – 10 steps to hiring success.
    6. October 9, 10:00 am – Noon – This Quarter in HR (free) – Keep up to date on happenings affecting HR.

Kathy Jaynes shared that these webinars are \$25/each (unless specified as free) & absolutely wonderful. She encouraged others to participate.

- b. Bev presented information, Lori Evans had emailed her, regarding a series of seminars that Personnel Plus! is conducting around Montana this summer on behalf of the National Federation of Independent Businesses and with the help of local sponsors. She thought maybe our JSEC could consider sponsoring or co-sponsoring Jim's visit to Havre as we are one of the target cities. Bev will contact Jim Nys to see about dates for Havre and what we can do to assist him.
- c. Bev passed on email information regarding a conference in Billings on July 20 presented by HSC Workshops called "Ten Behaviors of Managers Who Excel in Tough Times".

### **MSEC conference**

- 1. Conference was held May 18 – 21 in Helena. Bev and Carol attended. Both reported on several of the keynote speakers and workshops. It was very informative. The 4-foot shelf built by Tim Hagen was part of the silent auction & went for a bid of \$72.00.
- 2. Bev pointed out that dates for next year's conference are May 17-20, 2010 in Billings.

### **SHRM request tabled from last meeting**

- 1. Bev brought up the tabled request from last meeting from one JSEC member to attend the National Conference for the Society for Human Resource Management (SHRM) in New Orleans. Sylvia pointed out that for our JSEC to sponsor someone we would have to amend the bylaws to address sponsorships. Kathy Jaynes, MSU Northern, was very appreciative of the discussions that have taken place and was very understanding about the limited money issue and the bylaws. She had already decided maybe not to attend this year, maybe another time.

### **Work Force Comments & Concerns**

- 1. CNC Construction/Excavation
  - a. Carol shared that the oil and gas business is basically coming to a screeching halt, although they haven't really felt it yet. They are diversified enough to hold their own. Normal staff for them is 40-50 employees and they are about at 30 right now, retaining the ones they have with benefits. The tire store is seeing more people putting money into used tires and repairing what they have instead of buying new. She said they are not laying anyone off, just not filling open positions.
- 2. Havre Job Service
  - a. Carol shared that there is another small layoff in Chinook that is not public yet. Across the board, compared to other parts of the state, like Kalispell, we are not seeing the same volume of layoffs. Plum Creek, in Kalispell area, is laying off an additional 90 employees. Another Kalispell employer is laying off 85 employees.
  - b. Our job orders are holding steady, May is down a little compared to last year at this time.
  - c. She reminded all that the Montana minimum wage is set to increase again on July 24 to \$7.25.
- 3. Hill County Electric/Triangle Telephone Cooperative
  - a. Lori shared that they currently have no openings and have very little turnover. They are staying level with employment retention.
  - b. She said Triangle Telephone is finishing the Fort Benton and Big Sandy projects, installing new fiber-optic lines, and are moving to North of Havre and other areas. The project is staying right on schedule.
- 4. Northern Ag Research Center (NARC)
  - a. Cathy said they have a livestock manager opening and have received lots of applications. They start screening on June 11 but will continue to take applications.
  - b. She said they recently have a research assistant opening, soon to be advertised.
  - c. The summer temp jobs filled right away and are working strong.

5. MSU Northern

- a. The chancellor search is concluding. They have three final candidates and all three have been to Havre for interviews. A decision will be made soon.
- b. Kathy indicated that the Music and Chemistry positions are to be filled soon and the Auto Diesel position will be closing soon. They have some good applications for the Director of Health Service and Wellness.
- c. MSUN has hired students to work on campus, through HRDC's summer youth program, and are enjoying having so many bodies on campus to complete the summer work.
- d. Kathy also shared that she is very interested in setting up a study group for HR certification; the test is scheduled in December. She will email information to Bev and she will notify individuals on our emailing lists.

6. Galusha, Higgins & Galusha

- a. Wendy shared that the tax world is pretty good this time of year. Everyone is using up their vacation time during the summer and setting up training times.
- b. She indicated they are doing fine with employee retention. They employ, in Havre and Malta, a total of 15 people and are currently experiencing little turnover.

**Open Forum**

Sylvia voiced a concern if Mavis's position is not filled how they will be able to handle the front desk and other areas of the Havre Job Service for our community.

**Next meeting**

**JSEC – August 12 at 11 a.m. at Job Service**

**(Reminder that CMT & JSEC have been split & JSEC will meet every other month)**

**Meeting adjourned shortly after 12 noon! ☺**